

# IWEP

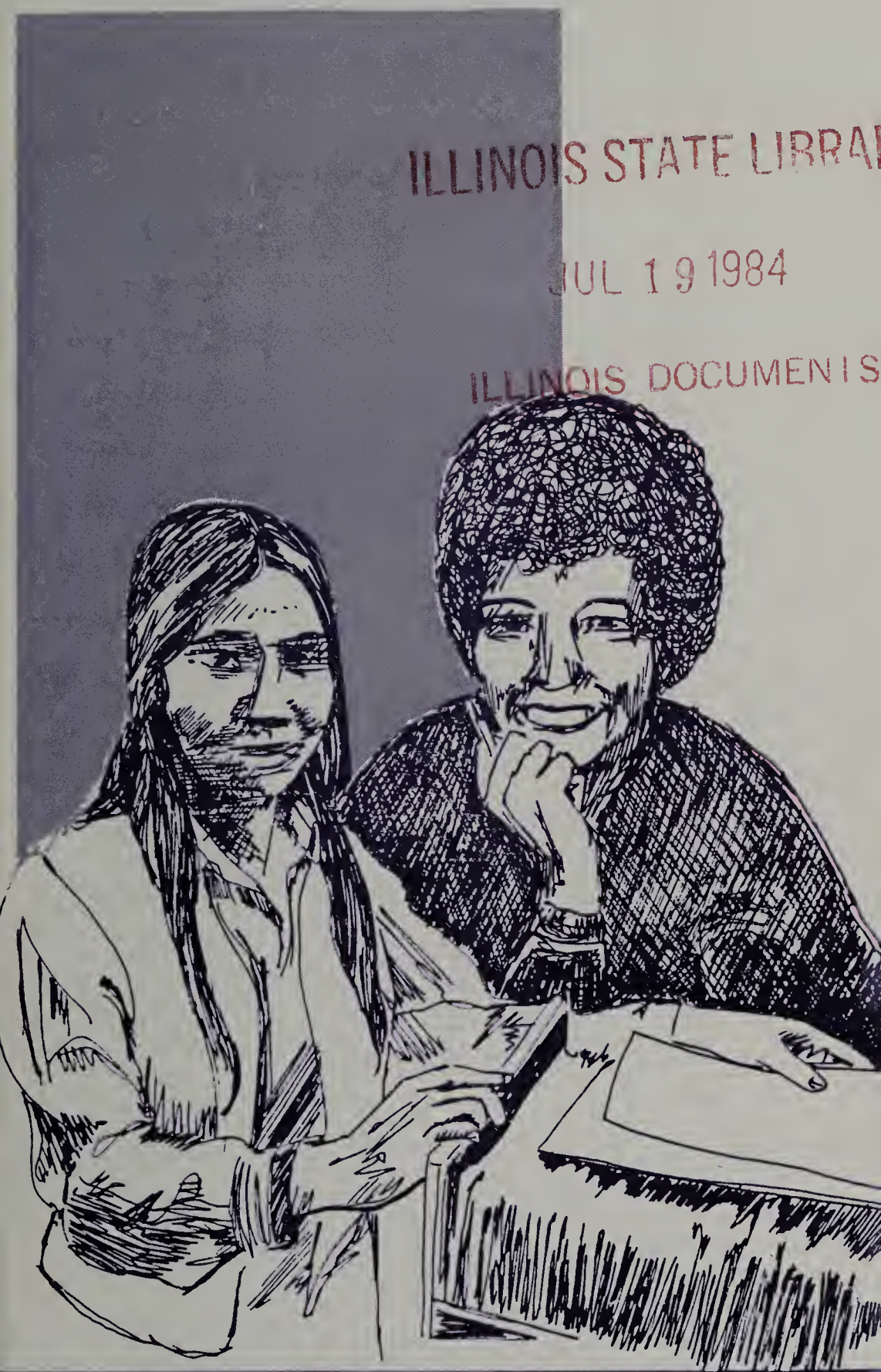
11062091

I362.584

I29I

c.3

## Working Together Makes IWEP Work



Illinois Department of Public Aid . . .  
Gregory L. Coler, Director

## Illinois Work Experience Program . . . IWEP

The Illinois Department of Public Aid encourages you to join us in a program that can make a difference. The Illinois Work Experience Program (IWEP) can make a difference to you in providing you with needed help - and to many people who need a supervised work experience.





## WHAT IT'S ALL ABOUT

The Illinois Work Experience Program (IWEP) places recipients of Aid to Families with Dependent Children (AFDC) who have not been able to find employment into WORK EXPERIENCE ASSIGNMENTS or POSITIONS. These AFDC clients are individuals who, in order to receive public assistance, are required to participate in a systematic job search effort and/or accept suitable employment.

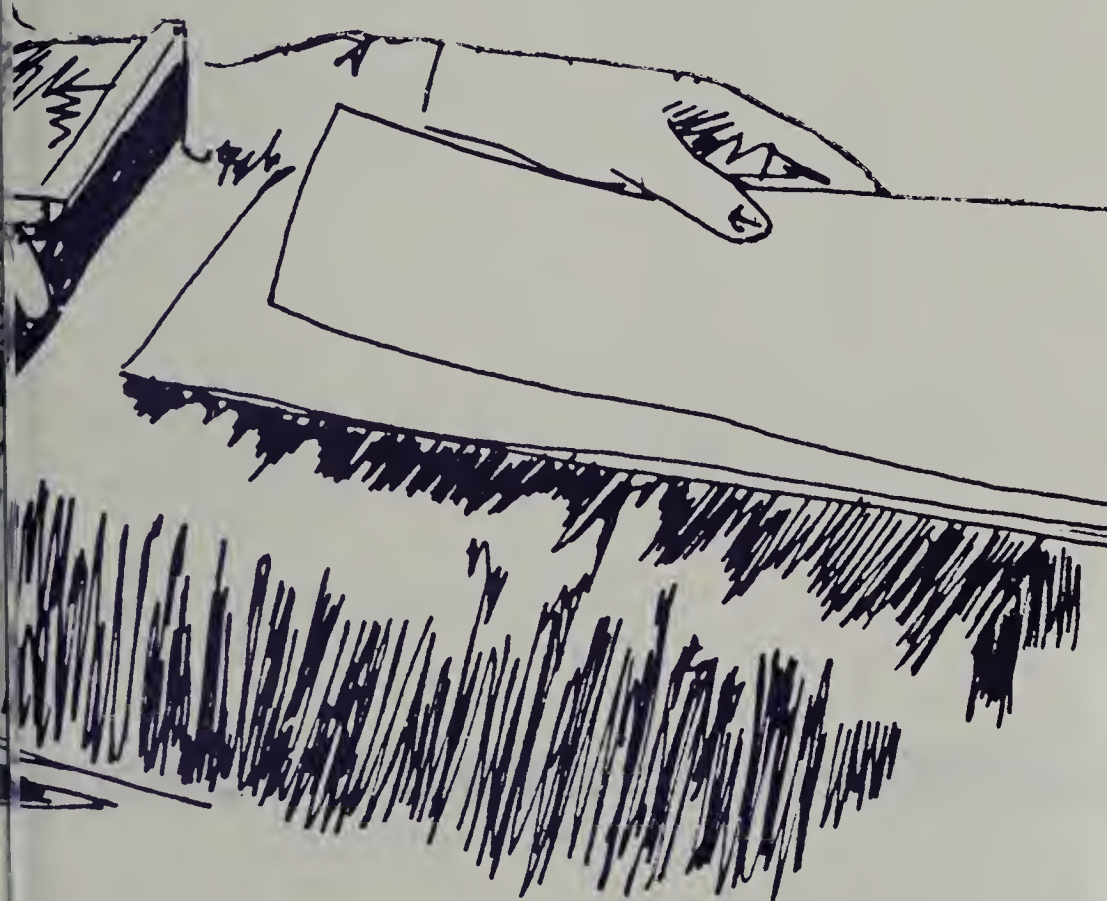
## YOU CAN HELP

If your agency contracts with the Illinois Work Experience Program, you are designated as a **SPONSOR**. The Work Experience Sponsor provides a supervised work experience for an AFDC client. As a sponsor, you do not pay for the work, as the AFDC clients will receive the standard monthly assistance grants during their participation in IWEP.

Work Positions are identified as follows:

Clerical Aide	Receptionist, typist, general office duties . . .
---------------	---

Dietary Aide	Kitchen helper, serve food, clean eating areas . . .
--------------	--



Maintenance      General janitorial work  
Aide

Program Aide      Work with children, community  
activities, other miscellaneous ac-  
tivities.

You may request as many clients in these assignment  
areas as you will need.

## **WORK ASSIGNMENTS VARY**

Clients may be required to work up to and including 80  
hours a month at your agency. The number of hours  
and days a client may work will depend upon the  
client's grant level. The following chart illustrates  
how clients may be scheduled to fulfill their work  
assignments or positions:

WORK ASSIGNMENT REQUIREMENTS (IN HOURS)	HOURS PER DAY AND NUMBER OF DAYS OF ASSIGNMENT			
	20 Days		10 Days	
			5 Days	
40			4 hrs. (P/T)	7 1/2 - 8 hrs. (F/T)
48			4 1/2 hrs. (P/T)	
56	2 1/2 hrs. (P/T)		5 1/2 hrs. (F/T)	
64	3 hrs. (P/T)		6 hrs. (F/T)	
72	3 1/2 hrs. (P/T)		7 hrs. (F/T)	
80	4 hrs. (P/T)		7 1/2-8 hrs. (F/T)	

As you can see, a full-time position ranges from 5 1/2  
to 8 hours per day. A part-time position is from 2 1/2 to  
4 1/2 hours per day. Remember that the hours of the  
person(s) referred to you depend upon the client's  
obligations. If you should request a full-time worker,  
the person referred may work from 5 1/2 to 8 hours a  
day. Likewise, if you request a part-time worker, the  
person may work from 2 1/2 to 4 1/2 hours a day. A  
client may work between the hours of 7:00 a.m. and  
6:00 p.m., Mondays through Saturdays. Assignment  
schedules with hours or days other than those describ-  
ed above require prior written approval from the  
Program.

I362.584

I291

C.3

## **WORKING TOGETHER MAKES IWEP WORK**

---

The Illinois Work Experience Program staff will make every effort to provide clients to fill your work assignments on a consistent basis in accordance with the hours the individual clients are required to work.

IWEP staff help clients work out any special problems so that they can complete their assignment(s). Transportation and/or child care allowances are also provided if needed by clients in order to fulfill the assignment.

As a sponsor, your supervision of the individuals is an important responsibility. In addition to providing supervision, a sponsor is required to complete and return an attendance form and arrange for Worker's Compensation coverage when a client is on a work assignment.

**We hope that you will become a sponsor. Please join us.**

Any questions about the program may be addressed to:

**Illinois Department of Public Aid  
316 South Second Street  
Springfield, Illinois 62762**

The Illinois Department does not discriminate in admission to, or treatment or employment in programs or activities in compliance with the Illinois Human Rights Act, Section 504 of the Rehabilitation Act, as amended, and the U.S. Constitution.

DPA 2624 (N-5-84)

Printed by the Authority of the State of Illinois  
12,025 copies P.O. #1022



ILLINOIS STATE LIBRARY

UNIVERSITY OF ILLINOIS-URBANA



3 0112 122542308